

Texas Historical Commission Job Vacancy Notice

Position Title: Certified Local Government Coordinator
(INTERNAL POSTING)

Classification Title: Program Specialist IV

Job Posting Number: 19-34

Salary: \$4,800.00 -\$5,300.00/Monthly

Salary Group/Class#: B20/1573

FLSA: Exempt

Opening Date: 02/26/2019

Closing Date: 03/05/2019

Duration: Regular, Full-time

Hours/Week: 40

Work Location Address: 1304 Colorado, Austin, Texas 78701

JOB OBJECTIVE: The Certified Local Government (CLG) Coordinator is responsible for empowering communities to improve local preservation programs. The CLG Coordinator works across Texas Historical Commission divisions to successfully administer and implement the CLG Program in accordance with the Texas Administrative Code, National Park Service requirements, and the Historic Preservation Fund Grants Manual. The CLG Coordinator builds professional relationships with CLG representatives; provides technical assistance and shares best practices with current and prospective CLG communities; and assesses training needs and develops educational content across platforms, including public presentations. The coordinator administers the CLG grant program and is responsible for leading the certification process for cities and counties interested in joining the program, evaluating current CLGs on a schedule of every four years or less, and, if necessary, decertifying noncompliant CLGs. Working under limited supervision and the direction of the Division Director, the coordinator leads the program, assigns work to other team members, and has moderate latitude for the use of initiative and independent judgement. Frequent travel required, averaging three nights per month with some ability to control the scheduling of required travel. Complies with all agency policies and procedures.

ESSENTIAL DUTIES:

1. Confer with local government officials and designated CLG representatives on program-related matters, identify training needs, and formally evaluate the local government participation in the program for compliance with state and federal requirements.
2. Provide consultative and technical assistance on a variety of topics relative to program areas such as design guidelines, architectural surveys and inventories, National Register nominations, planning and zoning, and local ordinances.
3. Plan, develop and provide training to local governments and the public on how to plan, implement, and monitor effective preservation programs and services.
4. Work with community and professional groups to foster support for local preservation efforts.
5. Administer the CLG Grant Program in a manner consistent with state and federal requirements and that seeks to insure effective and efficient use of grant funds.
6. Prepare program related correspondence and oversee the maintenance and updating of the CLG Handbook, web-based educational materials, and application documents.

7. Serve as leader of all aspects of CLG program and may assign work for positions providing administrative support to the division.
8. Provide guidance to staff in the development and integration of new methods and procedures.
9. Pursue knowledge of preservation issues, techniques, and trends for their potential ramifications on CLG communities. Prepare and assist in the preparation of special studies, quarterly and annual reports, including reports on effectiveness of program activities to the Division Director and Commission.
10. Serve as representative of the agency by speaking publicly and providing presentations to communities and at various conferences.
11. Adhere to established work schedule with regular attendance.
12. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

13. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

- Graduation from an accredited four-year college or university with major course work in Historic Preservation, Public Administration, Architecture, Urban, Community Planning, Law or closely related field;
- Minimum of four years' work experience in local governments or historic preservation commissions, or equivalent, closely-related experience;
- Experience and detailed understanding applying and interpreting the Secretary of the Interior's Standards for the Treatment of Historic Properties;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

PREFER:

- Master's degree in Historic Preservation, Public Administration, Architecture, Urban, Community Planning or a closely related field; and
- Meets the Secretary of the Interior's qualification requirements for History, Architectural History, Architecture, or Historic Architect;
- Work experience in a local Historic Preservation Office or experience directly related to the CLG program at the local or state level.

KNOWLEDGE, SKILLS AND ABILITIES:

- Effective verbal and written communication, human relations and organizational skills;
- Exercise professional judgment and discretion in establishing, applying and interpreting grant program policies and procedures;
- Knowledge of the National Register Program, Secretary of Interior's Standards and other state and federal preservation law including the federal CLG program;
- Knowledge of legal, architectural and urban planning language and concepts pertaining to the preservation of historic buildings and districts is required;
- Skill in designing and implementing training programs and presentations;
- Skill in strong public speaking skills and ability to communicate effectively verbally and in writing.
- Skill in the use of general office machines;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to travel is required to conduct and participate in public meetings, often in evening hours;
- Ability to prioritize and attend to multiple projects and responsibilities simultaneously with a strong attention to detail and high standard of quality;
- Ability to establish and maintain effective working relationships with agency personnel, officials of state and local government, and the general-public;
- Ability to exhibit enthusiasm and passion for historic preservation principles to encourage a high standard of excellence in CLG communities;

- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed.

REMARKS (Application procedures, Special requirements): Please submit a resume to the Director of Human Resources at Jada.Louhela@thc.texas.gov.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

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AFFIRMATIVE ACTION EMPLOYER